

**Department of Buildings & General Services**  
**Office of the Commissioner**  
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Agency of Administration

**MEMORANDUM:**

**To:** William Kelly, Financial Services Director, Department of Disabilities, Aging, and Independent Living

**From:** Michael Obuchowski, Commissioner of Buildings and General Services

**Date:** July 1, 2016

**Re:** Blanket Delegation of Authority BDA-65

This delegation authorizes your Department to make purchases that meet your requirements for adaptive equipment for blind and visually impaired clients, as described below. For items with more than one known supplier you are required to secure bids before purchasing.

**CCTV's:**

Manufacturer Examples: Optelec, Telesensory, OVAC, EVS, Clarity Solutions, Ash Technologies, Innoventions, Vision Technologies.

**Speech Output Software:**

Examples: Jaw's by Freedom Scientific, Window-Eyes by GW Micro, Connect out Loud by Freedom Scientific.

**Large Print Programs:**

Examples: Zoom Text by Ai Squared, MAGic by Freedom Scientific, Lunar Plus by Dolphin Systems.

**Braille Displays:**

Manufacturer examples: Humanware, Freedom Scientific

**Braille Printers:**

Manufacturer examples: Enabling technologies, Freedom Scientific, Robotron

**OCR Software:**

Examples: OpenBook by Freedom Scientific, K-1000 by Lernout and Hauspie, Scan and Read by Premier Programming.

**Scanning Equipment**

Manufacturer examples: Robotron, Freedom Scientific

**Braille and Speech Notetakers**

Manufacturer examples: Freedom Scientific, Humanware.

No prior approval from this office will be necessary.

- When processing invoices for materials purchased under this BDA please reference VISION Procedure #3: PO's, Contracts and BDA's. VISION Procedure #3 can be found on the VISIONS Home page of the Finance & Management website at <http://finance.state.vt.us/vision/>.



- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable federal requirements including Certification Regarding Debarment. On April 1, 2007 the Commissioner of Finance & Management issued Finance & Management Policy #1: Suspension and Debarment Policies & Procedures. This policy was created to address federal requirements prohibiting purchases from vendors who have been suspended or debarred by the federal government. The policy extends the federal requirements to all purchases made by the State of Vermont (within certain thresholds), regardless of funding source. The policy requires departments to verify that a vendor has not been suspended or debarred before making a covered purchase. Policy #1 can be found on the Policies page of the Finance & Management website at <http://finance.state.vt.us/Policies.htm> and it describes the procedures that must be followed to verify and document that a vendor has not been suspended or debarred.
- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable state requirements including Certification Regarding Debarment which requires the Agency of Administration to ensure that the state and any of its subdivisions do not contract, directly or indirectly, with employers who are prohibited from contracting by the commissioner of labor pursuant to 21 V.S.A. Sec. 692, 708, and 1314a or the commissioner of banking, insurance, securities, and health care administration pursuant to 8 V.S.A. Section 3661.  
<http://bgs.vermont.gov/purchasing/debarment>
- Agency and Department heads are responsible for all actions taken under this delegation including compliance with all applicable laws and Administrative Bulletin 3.5. Managers are encouraged to require that competitive pricing be obtained whenever possible. The Office of Purchasing and Contracting is available to provide assistance and advice on sources and procedures.

This delegation is effective until June 30, 2017, at which time it may be reviewed.

Cc: Deborah Damore, Purchasing and Contracting Director  
Deborah LaRose, Purchasing Agent  
Finance & Management  
Financial Operations